



STATE OF WASHINGTON

OFFICE OF TRADE AND ECONOMIC DEVELOPMENT

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April 19, 2002

TO: Interested Parties

FROM: Janet Abbett, Program Manager
WorkFirst Division

SUBJECT: Request for Proposals (RFP) for 2002 and 2003 Job Access and Reverse Commute (JARC) Projects

The WorkFirst partner agencies and the Washington State Agency Council on Coordinated Transportation (ACCT) are pleased to announce that up to \$6 million per year will be available to fund employment-related transportation projects under the WorkFirst Transportation Initiative in 2002 and 2003. These funds are available as the result of a Congressional earmark of Job Access and Reverse Commute (JARC) funds for the State of Washington's WorkFirst Transportation Initiative (WTI). The JARC program is administered by the U.S. Department of Transportation's (USDOT) Federal Transit Administration (FTA).

Attached to this memo are the WTI application form and instructions. The application instructions provide information about the WorkFirst Transportation Initiative and JARC program. Additional information regarding the JARC program, including the Federal Register announcing the availability of JARC funds, can also be found on the FTA website at: <http://www.fta.dot.gov/wtw> (Note: The JARC application form can be downloaded from the FTA website; however, please use the form that is provided with this memo.)

Application Process

Applications to be considered for funding under the WTI must be submitted through the Office of Trade and Economic Development. Projects will be evaluated and ranked based on the criteria identified in the application instructions. Projects selected for funding under the WTI will then be forwarded to FTA under a statewide JARC application. Eligible applicants include nonprofit organizations, local governments, metropolitan planning organizations (MPOs), public transit agencies, and tribal organizations. In the past, the WTI has been limited to rural and small urbanized areas (under 200,000 population). This year the WTI *will* accept applications from urbanized areas of the state. Applicants may request funding for new projects or to continue existing JARC projects for up to two years.

Match Requirement

JARC funding requires a dollar-for-dollar match from non-USDOT fund sources. Match may be provided as cash or in the form of in-kind services *that have a discernable cash value that is directly attributable to the service to be provided*. Documentation of the availability of local match must be provided with the application. Projects may also apply for cash match from the WorkFirst Transportation Initiative; however, the availability of WTI match is uncertain at this time. Priority for WTI match will be given to rural and small urbanized areas.

Coordination and Planning Requirements

A collaborative planning process and strong and effective partnerships are critical elements of this program. Applicants under the WTI are required to coordinate within their WorkFirst Local Planning Area (LPA). Only one application will be accepted from any LPA; however, applications may include multiple projects and multiple providers. Projects must be prioritized by the LPA. A list of the LPAs and their contacts can be found at <http://www.wa.gov/workfirst/local/contact.htm>

All projects must be derived from an Area-Wide JARC Transportation Plan. Applicants for continued funding of existing JARC projects must update their current plan and document the continued endorsement of planning partners. Specific planning requirements are provided in the attached instructions.

Application Deadlines

Please note that the application deadlines are extremely tight. Applications for funding to continue **existing JARC projects** are due to OTED by 5:00 p.m. on Monday, June 3. Applications for **new projects** are due by 5:00 p.m. on Friday, June 21. (Note: Expansion of services beyond what has previously been funded is regarded as a new project.) **All** applicants are asked to submit the attached Notice of Intent to Apply by Friday, May 10.

Grant application workshops will not be offered this year. If you have questions or need technical assistance with regard to this RFP, please feel free to contact me at (360) 725-4134, or by e-mail at janeta@cted.wa.gov. Other members of the WTI Team are also available to provide technical assistance. A list of the WTI Team members and their contact information is attached.